



# City Hall Emergency Operations Plan

# EMERGENCY PLAN

## FOR CITY HALL

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## PROCEDURE FOR REPORTING OF FIRE

Any person discovering fire or smoke should, without delay, notify the fire department by:

1. Pulling the manual fire alarm station closest to the area.
2. Telephone the fire department by dialing 9-9-1-1, give the exact location, floor, type of fire, size of fire, etc. to the Fire Communications Specialist.
3. Fire Dispatch will inform the City Managers Office of any emergency calls to City Hall.
4. Notify the Fire Warden and/or the Deputy Fire Warden of the condition and that the fire alarm has been transmitted.
5. Leave the building immediately and proceed to your designated area of refuge.
6. Do not re-enter the building until the "All Clear" signal is given.

## EVACUATION AUTHORITY

1. Prior to the arrival of the fire department, the City Manager or his designee, shall be the recognized authority for ordering the total evacuation of the facility. Announcement of the order to evacuate may be accomplished through the use of the building P.A. system, telephone system, or by any other means available, as necessary.
2. Upon arrival of the fire department, the Fire Chief or his designee shall be the recognized authority for ordering a total evacuation. Announcement of the order to evacuate may be accomplished through the use of the P.A. system, telephone communications, radio communications by fire fighters within the facility, or by a combination of the above methods.
3. The Fire Wardens and Deputy Fire Wardens are authorized to order the evacuation of their respective floors or areas upon notification by the City Manager's office, the fire department, activation of the fire alarm system, or upon discovery of fire and/or smoke.

***NOTE: All city employees are required to evacuate upon activation of the fire alarm in their area, or upon notification to do so by the above named personnel. Failure to evacuate is a violation of the City's Policies and Procedures and may result in disciplinary action.***

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## FIRE WARDENS AND DEPUTY FIRE WARDENS

### 1. Non-Emergency Responsibilities

- A. Review and study the floor plan for each floor. Determine the number of floor occupants and the number of exits for the purpose of dividing the population into groups and formulate traffic patterns for each group to primary and secondary exits.
- B. Daily, throughout the occupancy of the floor, examine and determine that all fire doors to stairs are maintained in the closed position and that no doors are obstructed or inoperable and in violation of City Ordinances. Immediately report all violations to Facilities Management at extension 6450.
- C. Establish and maintain an updated listing of all personnel with physical disabilities who cannot use stairs unaided. The list shall be readily available for reference in case of a fire emergency.
- D. Establish and maintain a checklist of available, trained personnel to be utilized as substitutes in the event of an emergency or fire drill when the assigned Fire Warden or Deputy Fire Warden is on annual leave, sick leave, etc.

### 2. Emergency and Fire Drill Responsibilities

- A. If you are the first person to discover a fire or smoke, activate the fire alarm system by pulling the manual fire alarm station closest to the area. Telephone the fire department by dialing 9-9-1-1 and give the operator all pertinent information. Initiate evacuation procedures for your area as listed in this section.
- B. If the fire alarm has already been activated, initiate evacuation procedures for your area as follows:
  - 1. Wear your orange emergency vest so that personnel and visitors will recognize you as the authority for evacuation in your area.
  - 2. Remember that panic is a serious threat to the safe evacuation of the facility during an emergency. Try to remain calm and provide reassurance to those individuals whom you are assisting.
  - 3. Ensure that all persons on the floor or area are notified of the fire and are in the process of evacuating the area. If there are individuals with physical disabilities

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who cannot use the stairs unaided, enlist the aid of individuals to assist them in the process of evacuating. If, for some reason, the person(s) with physical disabilities cannot be evacuated, they should be transferred to the West Stairwell. Assign an individual to remain with them until firefighters arrive to evacuate them. Report the information to firefighters or the engineers at the fire control room in the plaza

4. Conduct a search of your floor or area (including restrooms) to ensure that all personnel have evacuated. Individuals may be assigned as searchers to assist with this procedure. Close the door to each room or area after it is searched. This will help to contain the fire and smoke and reduce damage to the facility.
5. When the evacuation of your floor is completed, the Fire Wardens or Deputies shall inform the personnel at the fire control room, then report to their evacuation area. The chief fire warden will be located at the fire control room wearing an orange emergency vest.

## CITY HALL EMERGENCY RESPONSE TEAM

1. City Hall Emergency Response Team consists of members of Field Operations, Facilities Management Division. They are trained as response team members by the Fire Department in their Hotel life safety training.
2. At the sounding of a fire alarm, one technician will report to the fire panel in the fire control room. Two members will report to the plaza level and stop personnel from entering the building. Two members will report to the area beeped to them by the technician at the fire panel.
3. The technicians on the floor will call back to the technician at the fire panel. He will contact Fire Dispatch and inform them if there is a fire or not and the possible cause of the alarm.
4. The fire panel is reset, Fire Dispatch notified, and the "All Clear" signal given. Personnel should not re-enter the building until the "All Clear" signal is given.
5. During non-business hours, maintenance personnel shall report to the fire control room and await assistance from the fire department.

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## GENERAL EVACUATION PROCEDURES DURING A FIRE EMERGENCY OR FIRE DRILL

1. All employees and visitors at City Hall shall evacuate their area during a fire drill, fire or other emergency upon activation of the fire alarm, or upon notification by the City Manager's Office, the Fire Department, or the Fire Warden/Deputy Fire Wardens.
2. Exit the area as directed by the Fire Warden or the Deputy Fire Wardens. In the absence of specific direction, exit the area as outlined in the procedure for your area of the facility.
3. **Do not use the elevators.**
4. All persons leaving the building by means of the EAST TOWER stairwell shall proceed to the northeast side of the building behind Council Chambers unless directed otherwise by emergency personnel.
5. All persons leaving the building by means of the WEST TOWER stairwell shall proceed to the northwest side of the building behind Municipal Court unless directed otherwise by emergency personnel.
6. All persons leaving the BASEMENT-LOWER LEVEL WEST STAIRWELL shall proceed to the northwest side of the building behind Municipal Court unless directed otherwise by emergency personnel.
7. All personnel leaving the building through the BASEMENT-LOWER LEVEL NORTH SLIDING DOORS shall proceed to the northeast side of the building behind Council Chambers unless directed otherwise by emergency personnel.
8. Personnel leaving MUNICIPAL COURT shall proceed to the northwest side of the building behind Municipal Court unless directed otherwise by emergency personnel.
9. All personnel leaving CITY HALL COUNCIL CHAMBERS shall proceed to the northeast side of the building behind Council Chambers unless directed otherwise by emergency personnel.
10. All personnel leaving METRO POLICE BUILDING shall proceed to the northwest side of the building behind Municipal Court unless directed otherwise by emergency personnel.
11. *All persons shall remain in the indicated areas until an ALL CLEAR signal is given.*

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## BOMB THREATS

### **If you receive a telephone bomb threat.**

1. A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths.
2. The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:
  - A. Keep the caller on the line as long as possible. Ask him/her to **repeat the message**. If possible, record every word spoken by the person.
  - B. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
  - C. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people. The bomber may be willing to give more specific information on the bomb's location, components, or method of initiation.
  - D. Pay particular attention to background noises, such as motors running, music playing, and any other noise that may give a clue as to the location of the caller.
  - E. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
3. Immediately after the caller hangs up, notify your supervisor. The supervisor shall notify the Deputy City Marshal's Office at extension 6444 and the City Manager's Office at extension 6501. The City Manager's Office will notify Facilities Management at extension 6450 and any other department. Detention & Enforcement will determine when to call LVMPD.
4. Notify the City Managers office. They will notify Facilities Management and any other necessary department.
5. Remain available, as law enforcement personnel may want to interview you.

### **If you receive a written bomb threat.**

1. When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.

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2. While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.
3. Immediately report the threat to your supervisor. The City Managers office, Facilities Management, and the Deputy City Marshals will need to be contacted.

## **EVACUATION NOTIFICATION**

The City Manager or his designee shall have authority to evacuate as large an area as the device requires. If an evacuation is warranted, the fire wardens and deputy wardens will initiate the evacuation plan, as directed, to the indicated Staging Area.

- Staging Area A: Located on the east side of Las Vegas Blvd. in the parking lots between Graphic Arts and the Manpower Building, behind the Manpower Building and to the north of the AM/PM convenience store in the Mesquite Lot.
- Staging Area B: Located on the west side of the CityHall Complex in the parking lots east, north and west of the Post Office Building.
- Staging Area C: Located north of the City Hall Complex in the parking lots north of the Municipal Pool, Dula Gym and the Las Vegas Senior Center.

***NOTE: All city employees are required to evacuate upon notification to do so by the above named personnel. Failure to evacuate is a violation of the City's Policies and Procedures and may result in disciplinary action.***

Management or supervisory personnel, Fire Wardens, maintenance workers, custodians and other personnel familiar with the area may be asked to assist in the search for a suspicious object. It is advisable to use more than one individual to search any area or room, no matter how small. Area occupants may be requested to assist in the search if the directors feel it is required. To be proficient in searching the building, search personnel must be familiar with all hallways, rest rooms, and any location in the area where an explosive or incendiary device may be concealed. When police officers or firefighters arrive at the building, the contents and the floor plan will be unfamiliar to them. Thus, it is extremely important that the evacuation or search unit be thoroughly trained and familiar with the floor plan of the building and immediate outside areas. When a room or particular area is searched, it should be marked or sealed with a piece of tape and reported to the supervisor of that area.



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Search personnel should remember they are only there to search for suspicious objects. They are not trained in the techniques of neutralizing, removing or otherwise having contact with the device. If a device is located, it should not be disturbed. However, its location should be well marked and a route back to the device noted.

The City Manager shall have the authority to declare a total evacuation of the building if the situation warrants. Key personnel (management or supervisory personnel, fire wardens, maintenance workers, custodians and other personnel familiar with the area) may be utilized to search their areas after the evacuation.

### **SUSPICIOUS OBJECT LOCATED**

It is imperative that personnel involved in a search be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the Fire Department explosive ordinance disposal team. When a suspicious object is discovered, the following procedures are recommended:

1. Report the location and an accurate description of the object to the appropriate warden. This information should be relayed immediately to the command center, which will notify the police and fire departments. These officers should be met and escorted to the scene.
2. Identify the danger area, and block it off with a clear zone of at least 300 feet, including floors below and above the object.
3. Evacuate the area with a clear zone of at least 300 feet, including one floor below and above the object.
4. If the device is found in an elevator lobby, the elevators shall be locked out of service two floors away from the device.
5. Check to see that all doors are open to minimize primary damage from blast and secondary damage from fragmentation.
6. A City Deputy Marshal or LVMPD officer shall be posted at entrances to the area to prevent unauthorized entry into an area where there is the possibility of injury if the device was to detonate.
7. No one shall be permitted into the area until the device has been removed/disarmed, and the building declared safe for re-entry. The City Manager or his designee are the only persons with the authority to declare the building safe for re-entry.

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## HOSTAGE PLAN

Persons who use hostages as a means to effect escape, commit crime, or further a cause are desperate and dangerous individuals who, if allowed to escape, will pose a continuous threat to their hostage and to the general public at large.

The method of dealing with barricaded subjects is almost the same as dealing with hostage takers, the major difference being the lack of a hostage. Because of the similarities, the hostage plan and the barricaded subject plan have been combined.

1. The first concern is for the safety of all persons in the area. The immediate area should be evacuated using the fire evacuation plan.
2. Notify LVMPD by calling 9-9-1-1. Include any information that could be helpful in remedying the situation. This would include location of situation, number of hostages, and any other information that might be useful.
3. Notify the City Managers office. They will notify General Services and any other necessary departments.
4. If requested by Metro, all fire escape doors will be locked, sealing off entrance to other floors. The elevators will be locked out of service in the basement.

## IF YOU BECOME A HOSTAGE

The circumstances surrounding hostage situations can vary widely: you could simply be in the wrong place at the wrong time and find yourself in the middle of a stand-off between the police and an armed robber unwilling to give up, or you could be a specific pre-planned target. Captors could range from common criminals and the mentally deranged to kidnappers and organized terrorists. There are many variables. Accordingly, effective ways to cope as a hostage can also vary widely depending on the combination of circumstances, but the following general principles would apply in many cases.

1. The change from total security to mortal peril in a matter of seconds can be the most traumatic experience of a lifetime. The first requirement as a hostage is to understand the emotional impact of being held captive. By understanding this natural reaction, you will be able to control your fear. Assess the situation, avoid undue worry about problems beyond your control, and concentrate on what you may do to ensure your survival. While death is always a possibility, the odds favor you not only being released alive, but unharmed; most hostages are used as negotiating pawns and relatively few are killed.

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2. The most dangerous phase of a hostage situation is the initial abduction. Hostage-takers automatically have a psychological advantage that puts the victim on the defensive, plus, everyone is a little nervous at this stage, anyway. Under these circumstances, a hostage-taker will likely react violently to sudden movements or calls for help. Calmness and obedience to instructions will assure them of your intention to cooperate---this is especially important during this emotion-charged time.
3. Not knowing how long you might be held captive, you should establish and strictly adhere to a recognizable routine as early as possible. This tends to calm and reassure captors; reduces the danger to yourself, and can reduce the abductor's surveillance. It can also serve to ease tensions since your movements and activities will be less threatening and suspicious. Also, as a physical outlet for frustration and anxiety, exercise is recommended, and reading is perhaps the greatest aid to mental stimulation.
4. While the odds of your eventually being released unharmed are good, anyway, they increase the longer you are held captive. It's a depressing time, but it's actually to your advantage: A psychological process can occur during captivity wherein the victim and oppressor occasionally form a bond. Such a development should not be a cause for concern. In fact, it can be a positive step because it represents an important factor in the development of a rapport that could be critical to survival. The more human you appear to your captor(s), the more difficulty they will encounter in carrying out any threats of violence. Showing some interest in them as a human being, and in their beliefs, problems or concerns, can assist in developing this rapport and sympathy. However, you should avoid any semblance of support for their acts.
5. Most hostages who die are killed during rescue attempts. It is, therefore, crucial to be especially alert, cautious and obedient to instructions if there is even a hint such an attempt is imminent or occurring. You must avoid sudden moves that might invite a harmful reaction from either the rescue force or the abductors. The impulse to stand and run must also be avoided. The safest response is to immediately drop to the floor and lie as flat and still as possible until it appears safe to do otherwise.

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## MAJOR CIVIL DISTURBANCES

The Mayor, City Manager, or their designee shall have authority to declare an emergency situation and to evacuate City Hall as necessary. In the event of a total building evacuation, personnel will be notified by PA, telephone, or other means available. At that time they will be instructed as to the safest direction of travel and areas to avoid.

Only critical staff will remain in the building. Each department is responsible to designate those positions necessary in an emergency situation. All employees with after business hour work schedules shall be informed by their supervisors that they are not to report to work. Employees should call their immediate supervisor before coming back to work.

All entrances to the building will be secured, unnecessary lighting turned off, and the Municipal Court Marshal's and the Deputy Marshal's will assume security as follows:

1. **Commanding Officer:** Chief Municipal Court Marshal or Field Services Commander. Municipal Court Marshal Sergeant or Deputy Marshal Sergeant.
2. **Southwest Plaza Patrol:** One Deputy Marshal and one Municipal Court Marshal and one vehicle assigned to stationary patrol at the southwest stairway entrance to the plaza of City Hall near the corner of Stewart and 4th Street.
3. **4th Street Entrance/Exit:** A Deputy Marshal and a Municipal Court Marshal and two vehicles will be assigned to control vehicle/personnel entry to the plaza.
4. **Lower Level Ramp Rover:** One Marshal assigned to observe and report and to control entry to the plaza. Specific entry requirements will be addressed separately.
5. **Upper Level Ramp Rover:** One Marshal assigned to observe and report and to control entry to the plaza. Specific entry requirements will be addressed separately.
6. **Las Vegas Boulevard Entrance/Exit:** A Deputy Marshal and a Municipal Court Marshal and two vehicles will be assigned to observe and report and to control personnel entry to the plaza. Specific entry requirements will be addressed separately.
7. **Southeast Plaza Patrol:** One Deputy Marshal and one Municipal Court Marshal and one vehicle assigned to stationary patrol at the southeast stair way entrance to the plaza of City Hall near the corner of Las Vegas Blvd. and Stewart Ave.
8. **Heliport:** One Marshal assigned to the heliport area of City Hall. Marshal will observe and report any significant activity as it develops.

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## HAZARDOUS MATERIALS ACCIDENT PLAN

Incidents or accidents involving hazardous materials have the potential for rapid and far reaching effects. Action should be concentrated on taking necessary measures to:

1. If there is an unknown substance smelled but it is not very strong call City Hall Building Services personnel at 379-4861.
2. If there is extreme shortness of breath, difficulty breathing, or an unknown substance found that could be of grave concern, call 9-9-1-1 immediately and report a hazardous material spill. If possible have the following information:
  - A. Location
  - B. Type of hazardous material (if determined)
  - C. Injuries
3. Evacuate the area using the fire evacuation plan and secure area from the public.
4. Isolate personnel who may have had contact with hazardous materials.
5. Keep personnel out of smoke, dust, or fumes. If the situation warrants, the air handling equipment may need to be shut down to prevent exposure to other areas of the building.
6. Do not consume food or drink that may have been in contact with the material, odors, or in any way connected with the material.
7. Do not smoke near the material spill.
8. Limit activities at the scene to those who are competent in the field.